

McKinney-Vento Education of Homeless Children and Youth Act

Request for Proposal

Announcement

The South Dakota Department of Education seeks school districts to apply for the McKinney-Vento Education of Homeless Children and Youth discretionary funds.

Deadline for Applications: July 1, 2014

Funding Cycle: 1 year grant

Maximum Funding Award: Grants up to \$85,000 (Pending Allocation by the Federal Government)

Total Funds Available to Award \$170,000

Application Posted at: <http://doe.sd.gov/oess/TitleXpartC.aspx>

Requirements:

A - 1) The district must have identified homeless students during the 2013-2014 school year and reported these students in Infinite Campus. A - 2) Or the district must provide multiple sources of data that would indicate that homelessness is a significant and growing issue in the district and because of lack of resources the district has not been able to identify students. B) The district must show that the district is not able to absorb the impact resulting from homelessness in the district, the needs of the homeless students, and the requirements of the McKinney-Vento Act (Title X, Part C of ESEA). C) The district must demonstrate that the homeless liaison will immediately receive training as determined by the State Coordinator. D) The district must use a portion of the grant to send the homeless liaison to the National Association of Homeless Children and Youth Conference held in the fall. The liaison must attend the entire conference. E) The district must comply with all of the requirements set forth in the law and regulations. <http://center.serve.org/nche/legis/mv.php> F) The district must sign the assurance statements found in the application and agree that the DOE will monitor the program.

Each district will complete the application including information about the district needs assessment, goals, evaluation, and usage of funds plus a budget. The application and signed assurance statement must be mailed to Laura Johnson Frame, State Coordinator, SD Department of Education, 800 Governors Drive, Pierre, SD 57501.

**Grant Application
2014-2015 McKinney Vento Funds**

SOUTH DAKOTA
DEPARTMENT OF EDUCATION
OFFICE OF THE COORDINATOR FOR
EDUCATION OF HOMELESS CHILDREN AND YOUTH
800 GOVERNORS DRIVE
PIERRE, SD 57501

**MCKINNEY-VENTO HOMELESS CHILDREN AND YOUTH PROGRAM
ACT OF 2001
As reauthorized by the “No Child Left Behind Act”
Public Law 107-110**

Application Deadline: July 1, 2014

Contact Person:

Laura Johnson Frame, Coordinator
Office of Educational Services & Support
SD Department of Education
800 Governors Drive
Pierre, SD 57501
Ph. (605) 773-2491
Laura.Johnson-Frame@state.sd.us

McKinney-Vento Homeless Children and Youth Assistance Grant
Application
Public Law 107 – 110

School District Name
Address
City, State, Zip
Name & Title of School District Contact Person for Grant Application
Phone Number
Fax
E-Mail Address

Designated Homeless Education Liaison
E-Mail Address

ASSURANCES

I hereby assure that McKinney-Vento Homeless Assistance Act Federal funds will be used in compliance with the requirements set forth in Section 722(g)(3) through (7) of the McKinney-Vento Homeless Assistance Act.

I hereby assure that McKinney-Vento Homeless Assistance Act Federal funds will be used in compliance with the requirements set forth in Section 723(a)(2) and (3) of the McKinney-Vento Homeless Assistance Act .

I hereby assure that the LEA will comply with all guidelines set out in Sec. 436 of the General Education Provisions Act (GEPA).

I hereby assure that the LEA's combined fiscal effort per students was not less than 90 percent of such combined fiscal effort or aggregate expenditures for the second fiscal year preceding the fiscal year for which the determination is made.

I hereby assure that the participation of the LEA in this program will be conducted in accordance with all federal, state, and local laws and requirements.

I hereby assure that supporting documents for expenditures under this program will be maintained in an orderly manner to permit audit of expenditures and will be made available to appropriate officials on request.

I hereby assure that subcontracts for certain activities of the grant, will be supervised by the same LEA fiscal agent.

I hereby assure that the information contained in this application is accurate and complete.

I hereby assure that the board of the above named applicant has authorized me as its representative to file this application.

Name of LEA Authorized Representative
(Type or Print)

Title of Authorized Representative

Original Signature of LEA
Authorized Representative

Date

DIRECTIONS

Provide the following information in narrative form using the headings listed below. Be sure to thoroughly address the policies, needs assessment, vision, summary and objectives, planning process, evaluation, and budget/cost effectiveness.

DISPUTE POLICY

Each district must have in place a dispute policy that may be used when disputes arise over issues pertaining to students who are experiencing homelessness. (All South Dakota districts must have this policy in place by the end of the 2008-2009 school year.)

- Describe your district's policy. (Attach a copy)

POLICY ON ENSURING THE RIGHTS OF STUDENTS EXPERIENCING HOMELESSNESS

Each district must have in place a policy pertaining to the rights of students experiencing homelessness. (All South Dakota districts must have this policy in place by the end of the 2008-2009 school year.)

- Describe your district's policy. (Attach a copy)
- Describe procedures in place to provide notification to the parents of their rights and also describe how the district ensures these rights.

LAST YEAR'S GRANT (For districts funded the previous year)

Each applicant must describe the effectiveness and/or accomplishments made as a result of the previous year's funding.

- Address whether the program objectives from the previous year were accomplished.
- Address how you measured the success of the program.

NEEDS ASSESSMENT

All applicants must justify and explain the need for the proposed project.

- Applicants should identify the sources of information and also list any participants involved in the needs assessment.
- Describe the needs assessment process.
- List the number of homeless students identified during the previous year.
- Describe any additional research that would indicate that an unidentified homeless population exists in the district.
- Demonstrate the unique educational and supportive service needs of the population.
- Describe the existing barriers or policies which keep homeless children and youth from attaining equal access to education in the district.
- Describe how those barriers or policies will be eliminated.
- Prioritize needs and present a rationale for the proposed project.

DESCRIPTION OF SERVICES

Each applicant must describe the services provided by addressing the following items.

- State the overall vision of the project.
- Describe the ways in which the vision integrates various kinds of educational and

supportive services programming for homeless children and youth.

- Describe how efforts between the school and social services, housing authorities, South Dakota Department of Education, and community members are coordinated.
- Describe the district's plans for identifying students in need of service.
- Describe how information about the roles of the liaison is disseminated to homeless individuals and service providers in the community.
- Describe how parent involvement is addressed.
- Summarize the proposed project by describing the ways in which the project addresses the needs identified during the needs assessment.
- Utilize information contained in this application to formulate objectives for your project. These objectives should be described specifically on the sheets that follow by outlining an appropriate set of activities for each major objective.

PROFESSIONAL DEVELOPMENT

- Describe any professional development that the homeless liaison will receive to learn the duties of the liaison.
- Describe any professional development that the homeless liaison will provide to other district staff to assist them in identification of students and assisting the students with services.

MONITORING AND EVALUATION

Applicants should describe their plans to monitor their projects.

- Describe who will monitor the key activities; how and when the tasks will be accomplished and how needed changes will be made should the timelines not be met.
- Provide an evaluation plan in which an ongoing process of assessing achievement of objectives of the plan and the success of each homeless student during the project is included.

COLLECTION OF DATA

Each district in South Dakota must collect data on the number of identified students, their grade, and living condition at the time of identification (collected through the Infinite Campus system). McKinney-Vento funded districts must also collect additional information pertaining to services and State Assessment information (collected through a data request each fall).

- Describe how the district collects this data and ensures that each student identified as homeless is counted.

SUPPORT FOR THE PROGRAM

The district must demonstrate community support for the program.

- Describe how this application was planned and written with the support of school and community groups and describe their roles in the process.
- Attach letters of commitment and support from each homeless service provider.
- Submit a letter from the district "Advisory Committee."

Title I Set-Aside

Provide evidence of the collaboration with Title I, Part A, list the amount of the set-aside, and explain how the funds will be spent.

BUDGET

Complete a budget for 2014-2015.

Complete a budget narrative.

Budget 2014-2015

Applicant Name _____

Project Title _____

	McKinney	In-Kind	(Section 1) Total Requested Budget	(Section II) Revised Budget (State Use Only)
Salaries				
Employee Benefits				
Purchased/ Contracted Services				
Transportation				
Supplies & Materials				
Equipment **				
Other * (describe below)				
Total				

*Other:

(STATE USE ONLY) _____APPROVED AS REQUESTED (SECTION I) _____APPROVED AS REVISED (SECTION II) (Check one)	_____ DIVISION	
	_____ SIGNATURE	_____ DATE

BUDGET NARRATIVE SECTION Complete for each applicable budget category

1. and 2. Salaries and Employee Benefits

Describe how funds are used for personnel and fringe benefits.

Indicate job title and percent FTE for each category (administration, teachers, paraprofessionals, coaches, etc.)

Indicate if funds will be used for professional development stipends and describe the activities.

3. Purchased or Contracted Services

Describe how funds will be used for purchased services.

Describe contracted services

Describe travel costs and purpose

Indicate workshop fees and registration

4. Transportation

Describe how funds will be used to provide the supplemental cost of transportation services to homeless children.

5. Supplies and Materials

Explain how funds will be used to purchase supplies and materials.

Provide an estimate of materials and supplies by general category (e.g., instructional materials, etc.).

Explain the purpose of the supplies and how they relate to the program.

6. Capital Acquisitions

Explain how funds will be used for capital acquisition.

Indicate the estimated unit cost for each item to be purchased.

Identify each type of equipment.

Explain the purpose of the equipment and how it relates to the program.

7. In-Kind

Explain how in-kind funds will be used.

Advisory Committee

The Project Advisory Committee should consist of individuals representing both the school district and agencies/programs providing services to homeless children, youth and families in the area. (If possible you might include a homeless parent on your committee.) In the chart below list the name and agency affiliation of each person who has agreed to serve on your Advisory Committee.

Person	Affiliation	Signature

PROGRAM OBJECTIVES FOR AUTHORIZED ACTIVITIES

Major Objective Number _____

KEY ACTIVITIES	ANTICIPATED TIMELINE	PERSON(S) RESPONSIBLE	EVALUATION OF ACTIVITY OUTCOME

Duplicate this page as necessary.

(Information for the District)

Standards and Indicators for Quality McKinney-Vento Programs -
http://center.serve.org/nche/pr/st_ind.php#2006

Educating Homeless Children and Youth: Conducting Needs Assessments and
Evaluating Services – A Guide for SEAs, LEAs, and Local Schools -
http://center.serve.org/nche/pr/na_eval.php

Statute Requirements - Local Educational Agency

The McKinney-Vento Homeless Assistance Act, Subtitle B - Education for Homeless
Children and Youths, Section 722, (g) paragraphs 3 - 7:

(3) LOCAL EDUCATIONAL AGENCY REQUIREMENTS

(A) IN GENERAL. The local educational agency serving each child or youth to be
assisted under this subtitle shall according to the child's or youth's best interest --

(i) continue the child's or youth's education in the school of origin for the
duration of homelessness-

(I) in any case in which a family becomes homeless between
academic years or during an academic year; or

(II) for the remainder of the academic year, if the child or youth
becomes permanently housed during an academic year; or

(ii) enroll the child or youth in any public school that non-homeless
students who live in the attendance area in which the child or youth is
actually living are eligible to attend.

(B) BEST INTEREST. In determining the best interest of the child or youth under
subparagraph (A), the local educational agency shall --

(i) to the extent feasible, keep a homeless child or youth in the school or
origin, except when doing so is contrary to the wishes of the child's or
youth's parent or guardian;

(ii) provide a written explanation, including a statement regarding the right
to appeal under subparagraph (E), to the homeless child's or youth's
parent or guardian, if the local educational agency sends such child or
youth to a school other than the school of origin or a school requested by
the parent or guardian; and

(iii) in the case of an unaccompanied youth, ensure that the homeless
liaison designated under paragraph (1)(J)(ii) assists in placement or
enrollment decisions under this subparagraph, considers the views of
such unaccompanied youth, and provides notice to such youth of the right
to appeal under subparagraph (E).

(C) ENROLLMENT.

(i) The school selected in accordance with this paragraph shall
immediately enroll the homeless child or youth, even if the child or youth is
unable to produce records normally required for enrollment, such as
previous academic records, medical records, proof of residency, or other

documentation.

(ii) The enrolling school shall immediately contact the school last attended by the child or youth to obtain relevant academic and other records.

(iii) If the child or youth needs to obtain immunizations, or immunization or medical records, the enrolling school shall immediately refer the parent or guardian of the child or youth to the local education agency liaison designated under paragraph (1)(J)(ii), who shall assist in obtaining necessary immunizations, or immunization or medical records, in accordance with subparagraph (D).

(D) RECORDS. Any record ordinarily kept by the school, including immunization or medical records, academic records, birth certificates, guardianship records, and evaluations for special services or programs, regarding each homeless child or youth shall be maintained --

(i) so that the records are available, in a timely fashion, when a child or youth enters a new school or school district; and

(ii) in a manner consistent with section 444 of the General Education Provisions Act (20 U.S.C. 1232g).

(E) ENROLLMENT DISPUTES. If a dispute arises over school selection or enrollment in a school --

(i) the child or youth shall be immediately admitted to the school in which enrollment is sought, pending resolution of the dispute;

(ii) the parent or guardian of the child or youth shall be provided with a written explanation of the school's decision regarding school selection or enrollment, including the rights of the parent, guardian, or youth to appeal the decision;

(iii) the child, youth, parent, or guardian shall be referred to the local educational agency liaison designated under paragraph (1)(J)(ii), who shall carry out the dispute resolution process as described in paragraph (1)(C) as expeditiously as possible after receiving notice of the dispute; and

(iv) in the case of an unaccompanied youth, the homeless liaison shall ensure that the youth is immediately enrolled in school pending resolution of the dispute.

(F) PLACEMENT CHOICE. The choice regarding placement shall be made regardless of whether the child or youth lives with the homeless parents or has been temporarily placed elsewhere.

(G) SCHOOL OF ORIGIN DEFINED. In this paragraph, the term 'school of origin' means the school that the child or youth attended when permanently housed or the school in which the child or youth was last enrolled.

(H) CONTACT INFORMATION. Nothing in this subtitle shall prohibit a local educational agency from requiring a parent or guardian of a homeless child to submit contact information.

(4) COMPARABLE SERVICES. Each homeless child or youth to be assisted under this subtitle shall be provided services comparable to services offered to other students in the school selected under paragraph (3), including the following:

(A) Transportation services

(B) Educational services for which the child or youth meets the eligibility criteria, such as services provided under title I of the Elementary and Secondary Education Act of 1965 or similar State or local programs, educational programs for children with disabilities, and educational programs for students with limited English proficiency.

(C) Programs in vocational and technical education.

(D) Programs for gifted and talented students.

(E) School nutrition programs.

(5) COORDINATION.

(A) IN GENERAL. Each local educational agency serving homeless children and youths that receives assistance under this subtitle shall coordinate --

(i) the provision of services under this subtitle with local social services agencies and other agencies or programs providing services to homeless children and youths and their families, including services and programs funded under the Runaway and Homeless Youth Act (42 U.S.C. 5701 et seq.); and

(ii) with other local educational agencies on inter-district issues, such as transportation or transfer of school records.

(B) HOUSING ASSISTANCE. If applicable, each State educational agency and local educational agency that receives assistance under this subtitle shall coordinate with State and local housing agencies responsible for developing the comprehensive housing affordability strategy described in section 105 of the Cranston-Gonzalez National Affordable Housing Act (42 U.S.C. 12705) to minimize educational disruption for children and youths who become homeless.

(C) COORDINATION PURPOSE. The coordination required under subparagraphs (A) and (B) shall be designed to --

(i) ensure that homeless children and youths have access and reasonable proximity to available education and related support services; and

(ii) raise the awareness of school personnel and service providers of the efforts of short-term stays in a shelter and other challenges associated with homelessness.

(6) LOCAL EDUCATIONAL AGENCY LIAISON.

(A) Each local educational agency liaison for homeless children and youths, designated under paragraph (1)(J)(ii), shall ensure that--

(i) homeless children and youth are identified by school personnel and through coordination activities with other entities and agencies;

(ii) homeless children and youths enroll in, and have a full and equal opportunity to succeed in the schools of that local educational agency;

(iii) homeless families, children, and youths receive educational services for which such families, children, and youths are eligible, including Head Start and Even Start programs and preschool programs administered by the local educational agency, and referrals to health care services, dental services, mental health services, and other appropriate services;

(iv) the parents or guardians of homeless children and youths are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in

the education of their children;

(v) public notice of the educational rights of homeless children and youths is disseminated where such children and youths receive services under this Act, such as schools, family shelters, and soup kitchens;

(vi) enrollment disputes are mediated in accordance with paragraph (3)(E); and

(vii) the parent or guardian of a homeless child or youth, and any unaccompanied youth, is fully informed of all transportation services, including transportation to the school of origin, as described in paragraph (1)(J)(iii), and is assisted in accessing transportation to the school that is selected under paragraph (3)(A).

(B) NOTICE. State coordinators established under subsection (d)(3) and local educational agencies shall inform school personnel, service providers, and advocates working with homeless families of the duties of the local educational agency liaisons.

(C) LOCAL AND STATE COORDINATION. Local educational agency liaisons for homeless children and youths shall, as a part of their duties, coordinate and collaborate with State coordinators and community and school personnel responsible for the provision of education and related services to homeless children and youths.

(7) REVIEW AND REVISIONS.

(A) IN GENERAL. Each State educational agency and local educational agency that receives assistance under this subtitle shall review and revise any policies that may act as barriers to the enrollment of homeless children and youth in schools that are selected under paragraph (3).

(B) CONSIDERATION. In reviewing and revising such policies, consideration shall be given to issues concerning transportation, immunization, residency, birth certificates, school records and other documentation, and guardianship.

(C) SPECIAL ATTENTION. Special attention shall be given to ensuring the enrollment and attendance of homeless children and youths who are not currently attending school.

The McKinney-Vento Homeless Assistance Act Homeless Education Assistance Act of 2001, Section 723, (a) (2) & (3)

(a)(2) Services -

May be provided through programs on school grounds or other facilities. Shall, to the extent practicable, be provided through existing programs and mechanisms that integrate homeless children and youths with nonhomeless children and youths. Shall be designed to expand or improve services provided as part of a school's regular academic program, but not to replace such services provided under such program. If services are provided on school grounds, schools may use funds to provide the same services to other children and youths who are determined by the LEA to be at risk of failing in, or dropping out of, school, except as otherwise provided in section 722(e)(3)(B), shall not provide services in settings within a school that segregate homeless children and youths

from other children and youths, except as necessary for short periods of time for health and safety emergencies; or to provide temporary, special, and supplementary services to meet the unique needs of homeless children and youths.

(a)(3) Requirement

Services provided under this grant shall not replace the regular academic program and shall be designed to expand upon or improve services provided as part of the school's regular academic program.

Federal Regulations

March 2002

<http://www.gpo.gov/fdsys/pkg/FR-2002-03-08/pdf/02-5737.pdf>

July 2002

<http://www2.ed.gov/legislation/FedRegister/finrule/2002-3/070502a.pdf>

General Education Provisions Act

Section 436 GEPA, Single Local Educational Agency Application

(a) Each local educational agency which participates in an applicable program under which Federal funds are made available to such agency through a State agency or board shall submit to such agency or board a general application containing the assurances set forth in subsection (b). That application shall cover the participation by that local education agency in all such programs.

(b) The general application submitted by a local educational agency under subsection (a) shall set forth assurances-

(1) that the local educational agency will administer each program covered by the application in accordance with all applicable statutes, regulations, program plans, and applications;

(2) that the control of funds provided to the local educational agency under each program and title to property acquired with those funds, will be in a public agency and that a public agency will administer those funds and property;

(3) that the local educational agency will use fiscal control and fund accounting procedures that will ensure proper disbursement of, and accounting for, Federal funds paid to that agency under each program;

(4) that the local educational agency will make reports to the State agency or board and to the commissioner as may reasonably be necessary to enable the State agency or board and the Commissioner to perform their duties and that the local educational agency will maintain such records, including the records required under section 437, and provide access to those records as the State agency or board or the Commissioner deem necessary to perform their duties;

(5) that the local educational agency will provide reasonable opportunities

for the participation by teachers, parents, and other interested agencies, organizations, and individuals in the planning for and operation of each program;

(6)that any application, evaluation, periodic program plan or report relating to each program will be made readily available to parents and other members of the general public;

(7)that in the case of any project involving construction-

(A)the project is not inconsistent with overall State plans for the construction of school facilities, and

(B)in developing plans for construction, due consideration will be given to excellence of architecture and design and to compliance with standards prescribed by the Secretary under section 504 of the Rehabilitation Act of 1973 in order to ensure that facilities constructed with the use of Federal funds are accessible to and usable by handicapped individuals;

(8)that the local educational agency has adopted effective procedures for acquiring and disseminating to teachers and administrators participating in each program significant information from educational research, demonstrations, and similar projects, and for adopting, where appropriate, promising educational practices developed through such projects; and

(9)that none of the funds expended under any applicable program will be used to acquire equipment (including computer software) in any instance in which such acquisition results in a direct financial benefit to any organization representing the interests of the purchasing entity or its employees or any affiliate of such an organization.

(c)A general application submitted under this section shall remain in effect for the duration of the programs it covers. The State agencies or boards administering the programs covered by the application shall not require the submission or amendment of such application unless required by changes in Federal or State law or by other significant change in the circumstances affecting an assurance in such application.

Local Uses of Funds

For what activities may an LEA use McKinney-Vento subgrant funds?

LEAs must use McKinney-Vento funds to assist homeless children and youth in enrolling, attending, and succeeding in school. In particular, the funds may support the following activities:

- (1) Tutoring, supplemental instruction, and other educational services that help homeless children and youth reach the same challenging State content and State student performance standards to which all children are held. As clearly specified in the ESEA, as reauthorized by the NCLB Act, all academic enrichment programs for disadvantaged students, including programs for homeless students, must be aligned with State standards and curricula. Additionally, when offering supplemental instruction, LEAs should focus on providing services for children and youth that reflect scientifically based research as the foundation for programs and strategies to ensure academic success.
- (2) Expedited evaluations of eligible students to measure their strengths and needs. These evaluations should be done promptly in order to avoid a gap in the provision of necessary services to those children and youth. Evaluations may also determine a homeless child or youth's eligibility for other programs and services, including educational programs for gifted and talented students, special education and related services for children with disabilities, English language acquisition, vocational education, school lunch, and appropriate programs or services under ESEA.
- (3) Programs and other activities designed to raise awareness among educators and pupil services personnel of the rights of homeless children and youth under the McKinney-Vento Act, and the special needs such children and youth have as a result of their homelessness.
- (4) Referrals of eligible students to medical, dental, mental, and other health services.
- (5) Paying the excess cost of transportation not otherwise provided through Federal, State, or local funds, to enable students to attend schools selected under section 722(g)(3) of the McKinney-Vento Act.
- (6) Developmentally appropriate early childhood education programs for homeless children of preschool age that are not provided through other Federal, State, or local funds.
- (7) Services and assistance to attract, engage, and retain homeless children and youth, and unaccompanied youth, in public school programs and services provided to non-homeless children and youth.

- (8) Before- and after-school programs, mentoring, and summer programs for homeless children and youth. Qualified personnel may provide homework assistance, tutoring, and supervision of other educational instruction in carrying out these activities.
- (9) Paying fees and costs associated with tracking, obtaining, and transferring records necessary for the enrollment of students in school. The records may include birth certificates, guardianship records, immunization records, academic records, and evaluations of students needed to determine eligibility for other programs and services.
- (10) Education and training programs for parents of homeless children and youth regarding the rights their children have as homeless individuals and regarding the educational and other resources available to their children.
- (11) Programs coordinating services provided by schools and other agencies to eligible students in order to expand and enhance such services. Coordination with programs funded under the Runaway and Homeless Youth Act should be included in this effort.
- (12) Pupil services programs providing violence prevention counseling and referrals to such counseling.
- (13) Programs addressing the particular needs of eligible students that may arise from domestic violence.
- (14) Providing supplies to non-school facilities serving eligible students and adapting these facilities to enable them to provide services.
- (15) Providing school supplies to eligible students at shelters, temporary housing facilities, and other locations as appropriate.
- (16) Providing extraordinary or emergency services to eligible students as necessary to enroll and retain such children and youth in school.